

S E C R E T

IN NOTICE NO.

25X1A

PERSONNEL

25 March 1960

FAR EAST DIVISION NOTICE

SUBJECT: Trip Insurance

1. The recent tragic loss of one of our employees in an air disaster once more has emphasized the fact that adequate insurance coverage is essential.

2. With this thought in mind, I am asking you as Branch and Staff Chiefs to impress the fundamental wisdom of trip insurance upon all employees who travel. To ensure that this factor is brought to your attention on a timely basis, I have directed that all Requests for Travel Orders contain a statement indicating that you have discussed trip insurance with the traveller and have encouraged him to obtain proper coverage.

3. Your full cooperation in this action will be appreciated.



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Chief, Far East Division

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Approved For Release 2002/05/17 : CIA-RDP86-00964R000200010048-3

Approved For Release 2002/05/17 : CIA-RDP86-00964R000200010048-3